



***Southwest Washington Health District***

**CATERING SERVICE PACKET**

***Before you begin a catering service, you must provide the following information to:***

Southwest Washington Health District  
Environmental Health Division/Food Program  
1950 Fort Vancouver Way, Suite B  
PO Box 1870  
Vancouver WA 98668  
Hours of Operation: 8:00 a.m. to 4:30 p.m.

**1. PLAN REVIEW APPLICATION**

Complete the yellow Plan Review Application form.

**2. PERMIT APPLICATION**

Complete the green Food Service Establishment Permit Application form.

**3. PLAN REVIEW FEE**

Pay the non-refundable plan review fee.

**4. MENU**

Provide a menu or a list of the food that will be served.

**5. METHOD OF FOOD PREPARATION**

Provide a written description of how the food is prepared. Include the final cooking temperature of all meats and poultry, any cooling procedures, hot holding temperatures, food storage procedures for raw meat, poultry and eggs, and measures to prevent cross contamination. Also include employee sanitation practices and when gloves are used in your procedures.

**6. KITCHEN/COMMISSARY PLAN**

A) Provide a schematic drawing, to an approximate quarter inch scale, of the kitchen commissary. The drawing should include the following:

- a. Location of the hand wash sink
- b. Location of the three-compartment sink or the dishwasher and two-compartment sink
- c. Location of the food preparation sink

- d. Location of all refrigeration equipment and the brand/type
- e. Location of any cooking or hot holding equipment
- f. Location of the mop sink and toilet facilities
- g. Provide a brief description of the finish on the countertops and floor.

## **7. LETTER OF AGREEMENT**

If you do not own the above commissary kitchen, provide a letter of agreement to use the facilities.

## **8. FOOD TRANSPORTATION AND ON-SITE EQUIPMENT**

- A) Provide a list of the equipment used to transport hot and cold food.
- B) Provide a list of equipment used at the catered event for cold food storage and hot holding. Sterno may not be used at any outdoor event.

## **9. ITINERARY**

Provide a list of regularly catered sites or contact the Health District to schedule an inspection.

**Provide all of the above required information at the time you submit your application and pay the plan review fee.**

Your plan will then be reviewed and you will receive a letter of approval or disapproval and the required changes. When you receive a letter of approval, you must:

### **1. MAKE AN APPOINTMENT FOR A PRE-OPENING INSPECTION.**

Call the food program at (360) 397-8428 to schedule a pre-opening inspection. At this time, we will determine conformance with the plan review and compliance with food service regulations.

### **2. PAY FOR YOUR PERMIT. A PERMIT IS NOT TRANSFERABLE BETWEEN OWNERS.**

**Compliance is required with the Rules and Regulations of the State Board of Health Standards for Food Service . WAC 246-215**

## **WATER SUPPLY**

Water must be adequate in quantity and quality, supplied by a source approved under WAC 246-290 and monitored according to standards. WAC 246-215-120 (1)

## **SEWAGE SYSTEM**

Provide that all liquid wastes, including ice melt, are disposed into an approved sewage disposal system. WAC 246-215-120

## **FOOD SOURCE**

All food, including ice, must be from an approved source or commissary and all prepackaged foods must be properly labeled. WAC 246-215-160 (3)

## **REFRIGERATION**

Provide NSF refrigeration units sufficient for all appropriate foods to maintain temperatures to 45° F or less. WAC 246-215-070

## **THERMOMETERS**

Provide all refrigeration equipment with accurate thermometers. Provide an accurate metal stem thermometer to monitor hot and cold food temperatures in the kitchen and after transportation to the food service site. WAC 246-215-070.

## **HAND WASH SINK**

In the kitchen, a hand wash sink must be present which is accessible, convenient and used exclusively for hand washing. The hand wash sink shall have hot and cold water provided through a mixing faucet. There shall be a soap dispenser and single use paper towels at the sink. WAC 246-215-120

## **PLUMBING**

Plumbing must be sized, installed and maintained in accordance with applicable State and local plumbing codes. Provide indirect drains at the food preparation sinks, icemaker and any ice bins. WAC 246-215-120

## **UTENSIL WASHING**

Provide either a mechanical dishwasher with a two-compartment sink or a three-compartment sink with a drain board for the cleaning and sanitizing of equipment and utensils. WAC 246-215-090

## **EQUIPMENT AND UTENSILS**

Provide that equipment and utensils are cleanable, durable, in good repair and in conformance with the current standards and listing of the National Sanitation Foundation. WAC 246-215-090

## **SMOKING**

The use of tobacco is prohibited in any food preparation area, transportation area, and food service area. WAC 246-215-080

## **GARBAGE STORAGE**

Provide leak proof, vermin proof, covered container. Provide for appropriate frequency of garbage pickup. WAC 246-215-130

## **TOILETS**

A toilet must be readily accessible and available within at least 200 feet of the kitchen. Toilet facilities must have a hand-washing sink with hot and cold running water, single service soap and towel dispensers. WAC 246-215-120

## **FOOD AND BEVERAGE WORKER CARDS**

You and your employees must obtain and maintain a valid Washington State Food and Beverage Worker card. WAC 246-215-080. For Food and Beverage Worker testing times and information, call (360) 397-8435.

***At all catered events, you must have the following:***

## **A HAND WASHING STATION**

At all outdoor events, you must set up an insulated container with a spigot that provides a continuous flow of warm water, a bucket to collect the dirty water, a pump soap dispenser and paper towels.

### **PERMIT AND FOOD WORKER CARDS**

Your permit must be onsite at any catered event. A photocopy of the permit **is not valid**. Valid Washington Food and Beverage Worker cards must be available for inspection.

### **SANITIZING SOLUTION**

Wiping cloths, stored in an approved sanitizing solution, to clean up food spills, wipe work surfaces, counter and equipment must be present. One teaspoon of bleach in one gallon of tepid water is acceptable.

### **METAL STEM THERMOMETER**

An accurate metal stem thermometer with a range from 0°F to 220°F must be onsite to monitor hot and cold food temperatures. A roast thermometer is not acceptable.

### **APPROVED STORAGE AND DISPLAY OF FOODS**

Potentially hazardous foods must be stored at 45°F or colder or hot held at 140°F or higher. All food and utensils must be stored off the ground. Food must be protected from contamination by the use of sneeze guards, display cases, or other effective measures.

***If you have any further questions, please call the Food Program at (360) 397-8428.***